

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

07 August 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-078

(Also advertised under TPVA #13-077 - 2 Announcements for "1" position.)

POSITION: Management & Program Analyst (Cooperative Agreements) (N1414000) (GS-0343-11/12)
EXCEPTED POSITION

LOCATION: USPFO, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$57,408 to \$74,628 per annum **GS-11**

\$68,809 to \$89,450 per annum **GS-12**

CLOSING DATE: 21 August 2013

AREA OF CONSIDERATION: Consideration only will be given to all qualified on-board permanent Maine Army National Guard Non-Dual Status (Civilian/Competitive) Technicians who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-11 or GS-12 grade. If filled at the GS-11 grade, the individual selected may be promoted to GS-12 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

SPECIALIZED EXPERIENCE: Must have 1 year equivalent to at least the next lower grade level experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Ability to conduct financial and regulatory reconciliations.
2. Knowledge of basic budgetary and financial management principles.
3. Skill in producing and publishing policies.
4. Skill in maintaining a budget within an NGB Cooperative Agreement.
5. Knowledge of the organization and its mission.

GS-12

1. Knowledge of pertinent laws, regulations, policies pertaining to Cooperative Agreements and Grants.
2. Skill in producing Master Cooperative Agreements and Master Construction Cooperative Agreements.
3. Ability to review budgets/funding trends, compile funding projections and prepare funding recommendations.
4. Ability to conduct payment and closeout procedures for contracts.
5. Knowledge of and ability to prepare and present detailed reports/ oral briefings to management and others.

COMPATIBILITY CRITERIA: OFF: 88A, 90A, 91A, 92A
WMOS: 882A, 890A, 913A, 914A, 915E, 920A, 920B, 922A, 923A
MOS: 36B, 42A, 51C, 88M, 88N, 92A, 92Y

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Three (3) years of successfully completed Graduate Degree may be credited in those few instances where the graduate education is directly related to the work.

Must provide a copy of transcript to receive consideration for substitution of specialized experience.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to

HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation))

25.

a. INTRODUCTION:

This position, Management and Program Analyst (Cooperative Agreements) is located in the office of the United States Property and Fiscal Officer (USPFO). The primary purpose of the position is to evaluate government programs (Cooperative Agreements/Grants) and operational effectiveness, efficiency, or productively, and internal compliance with the policies, laws, and regulations governing these programs. The position also requires the incumbent to perform a variety of management tasks involved in developing, implementing, analyzing, evaluating, advising management on and/or improving the Cooperative Agreement Program, Grants, Interservice Support Agreements (ISSA), Memorandum of Understanding (MOU), Military Interdepartmental Purchase Requests (MIPR), and provide the USPFO and Joint Forces Headquarters (JFHQS) Directorate Staff management with information that assesses and supports the accomplishment and maintenance of these programs for the respective State's National Guard based on analytical and objectively programmatic analysis and oversight (based on reviews and evaluation) of the state's execution of Cooperative Agreements reimbursed with Federal funds.

This position description is for a National Guard **Non-Dual Status** (NDS) technician only. This position meets the criteria of an NDS Management Plan as follows: The position resides within the infrastructure and support functions of the state National Guard; the incumbent is not subject to mobilization, nor is the work described part of the military mission; and the incumbent does not perform a key advisory or essential administrative role that is inherently military. In addition, the position must meet one of the following: It does not have a comparable military function; the position is required in a full-time (civilian) role when the organization, or similar military position, is mobilized to perform continuing post-mobilization functions; or the position requires a skill or competency that necessitates technical expertise or professional qualifications that cannot be readily found in the military structure of the state military force.

b. DUTIES AND RESPONSIBILITIES:

(1) Develops Special Military Projects and modifications to Cooperative Agreements, Grants, developing ISSAs, MIPRs, MOUs and related operational and business procedures and processes. Analyzes, organizes and oversees/manages the full range of cooperative agreement management duties from pre-negotiation of cooperative agreement requirements and reimbursements, with applicable Directors/Program Managers, through inception to final approval, and administration through closeout. Plans, organizes, directs, controls and reviews the full spectrum of complex long range (5 year agreement plan) Cooperative Agreements and related functions. Using analytical and evaluative methods and techniques, ensures state contracting operations, other required services, resources, and materials are acquired for new and existing cooperative agreement programs and often decides on different or unrelated processes and methods with conflicting data and with several possible courses of action to meet these required objectives. Manages and administers complex or

sensitive cooperative agreement issues or problem areas independently that may arise and ensures regulatory and enforcement programs are administered to select appropriate evaluation, measurement, controls, audits, etc., are adhered to by Federal and state agencies. Coordinates with the state's Military Department Resource Manager and National Guard Bureau (NGB) Principal Agent Responsible for Contracting (PARC) regarding cooperative agreement support for the state National Guard (NG) mission, and its programs and objectives, by providing evaluation, planning and program analysis expertise to all aspects of the cooperative agreement program. Plans, develops, prepares and coordinates all aspects of ISSAs, MOAs, MOUs, and MIPRs associated with Cooperative Agreements. Develops and negotiates types of positions for reimbursement and level of reimbursements with applicable State Program managers and others within the respective Department of Military Affairs, and in conjunction with the respective State Adjutant General or his representative, implements the Cooperative Agreement Consolidated Personnel Plan, if required and approved by the USPFO.

(2) Performs qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of Master Cooperative Agreements, and Master Construction Cooperative Agreements, and their related technical programs (examples include ARNG and Air National Guard (ANG) Facilities Operations and Maintenance Programs, Security Guard Program, ChalleNGe and StarBase Youth Programs; Full-Time Dining Facility Operations, Aviation Training and Base Operations, Electronic Security Systems Operations and Maintenance, Sustainable Range Program and Telecommunications, Distance Learning, and the ARNG Professional Education Center (PEC) Operations; and ANG Combat Readiness Training Center (CRTC) Base Operating Support, Air Traffic Control Activities, Fire Protection, Natural and Cultural Resources Management, Family Readiness and Support Program; and Homeland Defense initiatives for the ARNG and ANG). Applies appropriate program evaluation and measurement in order to prepare project papers and staff reports and provides briefings to NGB PARC and other NGB Directorate Staff personnel, Joint Force, and respective state managers to encourage understanding and acceptance (to ensure program compliance) of the Cooperative Agreements Program.

(3) Incumbent serves as the USPFO's principal authority and subject matter expert in all Cooperative Agreements, Grants, ISSAs, MIPRs, MOUs, and grant matters. Advises the USPFO, TAG, NGB PARC, and other senior officials and staff regarding Cooperative Agreement and Grant matters for current and future plans involving complex Cooperative Agreements and their effect on long term projects and programs within the state NG. Ensures that applicable Program Managers and State Department of Military Affairs personnel comply with the provisions of regulations and laws pertaining to pertinent Cooperative Agreements. Provides training to Federal and state program managers and individuals with responsibilities associated with the Cooperative Agreements Program. Develops and maintains reports to include the Defense Assistance Awards Data System (DAADS) reporting, CA Program status report to the USPFO, ISR reports, and quarterly reports to the Chief of Staff, Annual Assurance Statements, and various other required NG reports. Develops and maintains both internal and external Cooperative Agreement Standing Operating Procedures.

(4) Incumbent plans, schedules, and conducts projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of cooperative agreement work operations in overall respective state program or support setting. Uses analytical techniques and evaluation criteria for the accomplishment and management of the Cooperative Agreements Program effectiveness and/or organizational productivity. Develops new or modified work methods, organizational structures, records and files, management processes, staffing patterns, procedures for administering cooperative agreement program services, guidelines and procedures, and automating work processes for the conduct of administrative support functions or program operations. Incumbent uses judgment in interpreting and applying guidelines to specific situations and develops new approaches and writes new conditions or clauses to resolve specific situations as a result of changing state executive level policy or regulatory guidelines and/or legislative changes at both the Federal and state level. Changes in legislative and regulatory requirements often affect current analytical studies and the employee must adapt to ensure program effectiveness and compliance.

(5) Evaluates state mission effectiveness regarding the Cooperative Agreements Program. Develops and administers a system of internal reviews, evaluations, and checklists designed to ensure conformance with laws and regulations. Using standardized and locally developed evaluation programs and processes ensures compliance, plans and accomplishes scheduled and unscheduled managerial, personnel, technical and special evaluations. Collectively evaluates performance and technical proficiency of Cooperative Agreements and related assistance programs and takes necessary action in support of Master Cooperative Agreements and Master Construction Cooperative Agreements. Responsible for coordination between Department of Defense, Department of the Army, Defense Contracting and Acquisition Agency, National Guard Bureau, United States Property and Fiscal Officer, Judge Advocate General, Internal Review Division, state agencies (e.g., Attorney General, state auditors) and various other Federal and state agencies. Ensures management controls, audits, etc., are adhered to by Federal and state offices (such as, Construction Facility Management Office, State Resource Manager, Department of Military Affairs, Office of the Adjutant General, USPFO, various state and Federal agencies utilizing federally reimbursed state facilities and support services). Incumbent (as the appointed Cooperative Agreements Program and Grants Officer Representative) is responsible for making periodic inspections of all projects or items constructed under state contracts using Federal funding provided through the USPFO. As required, visits and observes work operations in an industrial, construction, storage or comparable work area that requires bending and stooping to observe and evaluate the on-going process. Complies with all applicable safety regulations (protective gear and clothing) while visiting those type work sites.

(6) Interprets a variety of technical requirements making independent judgments to determine organizational compliance with applicable regulations, procedures and practices. Provides organization management with factual, objective assessments of the state's ability to execute Cooperative Agreements and Grants. Analyzes, validates, and identifies ways to improve the mission, function, and activities of the organizational program regarding the Cooperative Agreements and Grants. Provides management officials with information needed for effective direction of the cooperative agreement programs to include reports identifying

limiting factors, and recommended processes and procedures to fix issues and enhance the management of the Cooperative Agreements Program.

(7) Monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling MCA and MCCA. Establishes policies and procedures to comply with state and Federal laws and regulations. Furnishes information to functionary personnel relative to changes in policies and trends that may affect future Cooperative Agreements, Grants and ISSA actions. Ensures implementation of directives from higher echelons, formulates, and/or assists in the formulation of overall policies and procedures for the state. Responsible for achieving the objectives and goals of the Cooperative Agreement Programs.

(8) Provides technical review of documents such as MCAs, MCCAs, Special Military Project CAs, CA Appendices, involving facilities, environmental resources, security, electronics security, telecommunications, aviation base operations, full-time dining facility operations, administrative services, POLs, transportation, fire protection, air traffic control, logistics activities, family support, combat readiness training, distance learning project, employer support of the NG and Reserve Program, PEC Employee Activities and Services, Ground Maintenance Services, Aviation Reimbursable Maintenance Operations, and Requests for Advance Payments and modifications. Recommends approval or disapproval to the USPFO in cases requiring approval or endorsement.

(9) Prepares for, coordinates, conducts and attends numerous meetings with high-level officials, DA, NGB, USPFO, the Adjutant General's (TAG) Joint Staff, and state and local officials throughout all phases of assignment. Conducts cooperative agreement council meetings for the purpose of updating policy and procedures to reflect current regulatory changes.

(10) Conducts financial and regulatory reconciliation reviews with Federal and state program managers and/or their designated representatives. Provides quality control and management oversight for all programs relating to MCA, MCCA and ISSA initiatives.

(11) Administers, oversees, plans, and coordinates (for the Cooperative Agreement Program and Grants Officer, USPFO); the activities of personnel involved in the management of the local Cooperative Agreements Programs and ensures full compliance of Cooperative Agreements. These individuals may be in various types of employment status such as Federal technician, AGR, or state employees. Keeps the local CA community informed of NGB goals, objectives, and policies, and informs management of employee input and concerns.

(12) Performs other duties as assigned.

